

JOB DESCRIPTION

JOB TITLE: Local Health Nurse III

GRADE: 19

JOB CODE: 2124

EST. DATE: 7-1-06

GENERAL FUNCTION: Performs work of considerable difficulty in this fully prepared level of nursing functions for individuals and families in the clinic or community setting. Requires the independent application of experienced judgment and skills in providing professional nursing services to clients served by the local health department in the clinic or community setting. Activities are carried out under general supervision in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. The nurse in this position has gained experience in the local health department, completed the training/educational sessions in the service areas of assignment and has become fully proficient in these areas of responsibilities. Serves as a nursing resource person for other nurses and medical staff in all service or specific programmatic areas, client eligibility requirements, service protocols, standards, scope of practice, and documentation requirements. May coordinate one or more programs.

COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:

Proficient in meeting the competencies and characteristic responsibilities of the LHN I and LHN II classifications. Performs work with increasing independence and may mentor LHN I and LHN II nurses.

Interviews client to address the presenting/initial reason for visiting the health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria, as appropriate.

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

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Provides basic nursing care to the client based on determined needs either on a ongoing or infrequent basis consistent with the PHPR, Nursing Scope and Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Reports incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Uses the PHPR as a reference guide.
6. Utilizes a basic awareness of community assets and available resources when assisting with making appropriate referrals and outreach.

Documents services provided to the client in the medical record, entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

Collaborates with the health team members to establish priorities, manage care and coordinate efforts to achieve desired outcomes in providing planned services to the client. Develops and/or demonstrates approaches to resolve operational problems that take into account cultural differences. Identifies community assets and available resources and makes referrals as appropriate.

Assists other nurses, medical staff and support staff with client care issues and acts as a clinical resource person in providing clinical leadership.

Plans, arranges for and presents educational programs for individuals or groups within the clinic or community setting. Effectively presents accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences. Utilizes selected educational methods and materials that are appropriate to language, reading level, and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.

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4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Contributes to the development and implementation of a quality assurance program for nursing staff and participates in audits of client records.

May monitor the work of nursing staff. Observes employees as they perform tasks to ensure efficiency in work activities providing clinical nursing advice as appropriate.

Assists with data collection activities regarding client related issues including maintaining a database/referral network of health services.

Collects, summarizes and interprets information relevant to an issue. Uses identified trends and assists in modifying the delivery of care of clients or groups of clients

Supports evidenced based practice through participation in the development of programs/protocols.

Assumes responsibility for coordinating one or more clinic-based programs. Coordinates specialized clinics and may act as team leader. Efficiently manages clinic flow. Evaluates delivery of treatment services.

Keeps staff informed of pertinent legal changes such as those in Medicare/Medicaid or other regulatory changes.

Acts as a nursing resource person in all service or specific programmatic areas, providing leadership in the area of his/her expertise for the agency.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.

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3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives limited supervision by the nursing supervisor. Functions with increased independence with general review by supervisor. Supervisor plays role in setting objectives and organizing work.

SUPERVISION EXERCISED: May offer mentoring of LHN I or LHN II nurses. May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

Skills:

- Proficient skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Skilled in interviewing and counseling clients.
- High level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

Abilities:

- Considerable ability to learn the policies, procedures, and programs of the area of assignment.
- Able to provide leadership to nursing staff by demonstrating proper nursing techniques and procedures.
- Able to work cooperatively with other professional and paraprofessional staff members
- Able to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.

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MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Current active Registered Nurse license from the Kentucky Board of Nursing.

An Associate degree or diploma from an accredited college, university, or school of nursing. Two (2) years of nursing experience in the LHD; and
Successfully demonstrated nursing competencies for the LHN II; and
Completed all of the programmatic trainings as assigned and indicated by their position description.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.